

Further Instructions to All PIT Buyback Applicants

We are pleased to be making progress although it may seem painfully slow to those of you who have long waited for this program to take effect. HR/RET will need a cover letter drafted according to the guidelines provided by the Office of Personnel Management (OPM) from all applicants. There are no exceptions. We need to have in writing your current status: active, separated with no pension or retired annuitant. Although most applicants were employed by the Department of State, some were not. We need this information to determine which agency must pay the deposit that corresponds to the one the applicant owes.

You do not need to resubmit your entire application, just the cover letter. You can send your cover letter by fax or mail, but we will need a signed copy for the record. Our fax number is (202)261-8988. Our mailing address is Office of Retirement (HR/RET), Department of State, Room H-620, SA-1, Washington, D.C. 20522.

HR/RET hopes to start forwarding applications to the Retirement Accounts Division (RAD) later this month and will notify individual applicants as soon that happens. We will give priority to applicants who are retired or retiring. Thereafter, we will process applications in the order in which they were received. We already have more than 150 applications and our goal is to forward all of them to RAD by the end of the first quarter.

This program is extremely complex, and we appreciate everyone's patience as we work through the implementation process to establish accurate and efficient procedures.

For questions contact RETServices@state.gov